

# STATE OF ALASKA

## DEPARTMENT OF NATURAL RESOURCES

### DIVISION OF AGRICULTURE

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## 2012 Specialty Crop Competitive Grant Application Requirements

Applications must be received by close of business (5:00 pm) May 31<sup>st</sup>, 2012. Submit by fax, mail, email or in person to the Alaska Division of Agriculture, Central or Northern Region Office (see letterhead).

**The title page must include the name, address, email address and telephone number for the primary applicant.**

**Proposal Due Date: May 31, 2012**

**Grants Potentially Funded by: October 2012**

### **Proposal Requirements:**

1. In order to qualify for funding under this program, you are required to have a DUNS number. Information about the purpose of and application for a DUNS # is available at [http://www.whitehouse.gov/sites/default/files/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf) You do not need your DUNS number to apply, but if your application is selected for funding, you will be required to provide your DUNS number.
2. Funds cannot be spent prior to award notification, receipts must be dated post-award.
3. Please use 12-point font and one inch margins. Application *must* be typed.
4. Each project must have a title page that includes the project title and your contact information.
5. Begin the proposal with a ½ page problem statement and then address each question outlined under “concept paper outline.” A successful application will provide clear goals and objectives. It will clearly state how it will benefit specialty crops, and why there is a need for the project proposed. The goals and objectives need to be specific, well-structured and brief.
6. Provide a detailed project description stating how you will complete the objectives of each goal, including timeline.
7. Present measurable outcomes, describing what results you expect.
8. Provide a detailed and concise budget plan. Include specifics as necessary.
9. Identify a collaborator. It is expected that your project and application have been reviewed by an industry expert.
10. Ensure the proposal is no more than 6 pages, including the budget and cover page.
11. Follow the outline of the sample proposal provided.

***“To responsibly develop Alaska’s resources by making them available for maximum use and benefit consistent with the public interest.”***